

BYLAWS

Leon County Human Services Grant Review Committee

Article I

NAME

Section 1. The name of the committee shall be the Leon County Human Services Grant Review Committee, known hereafter as the Committee.

Article II

PURPOSE and MISSION STATEMENT

Section 1. The purpose and mission of the Committee shall be as follows:

The goal of Leon County Human Services is to assistance individuals as they strive to become self-sufficient, productive members of the Leon County Community. To achieve this, Leon County Human Services will emphasize individual dignity, independence, responsibility, and quality of life. The focus of the Committee is to consider requests for funding submitted by local non-profit human services organizations whose programs are designed to meet these goals of Leon County.

Article III

MEMBERSHIP and VACANCIES

Section 1. The Leon County Board of County Commissioners, hereafter the Commission, shall appoint fourteen (14) members of the Leon County Community to serve upon this Committee. Each appointment will be for no longer than two (2) years. At the pleasure of the

Commission, Committee members may be reappointed for one (1) additional term. These appointments shall be staggered: The Commission shall make seven (7) appointments or reappointments each December.

Section 2. DUTIES AND RESPONSIBILITIES OF APPOINTEES: The duties and responsibilities of the Commission-appointed Committee members shall include, but not be limited to, the following:

(a) MEETING ATTENDANCE: To build consensus among Committee members through an open and frank exchange of ideas, it is vital that each member actively participate in the Committee's work by regularly attending various Committee meetings. These meetings include, but are not limited to: (1) General Business Meetings; (2) Special Committee Meetings (which includes public workshops and hearings); (3) Community Human Service Partnership Citizens' Review Teams; (4) Assigned Sub-Committee Meetings and Functions; and (5) various types of Commission/Committee Interactions.

(b) SUB-COMMITTEE SERVICE: From time to time, to effectively and efficiently develop and recommend solutions, it will be necessary for the Committee to form smaller workgroups and Sub-Committees. Each appointed Committee member should strive to actively participate in these Sub-Committee and workgroups.

(c) OTHER FUNCTIONS: To gain a better understanding of the operational and administrative procedures of applying and Commission-funded human/social service agencies and organizations, the Commission or assigned Leon County Staff may direct Committee members, as a group or an assigned Sub-Committee member, to perform the following functions: (1) schedule and host workshops for the purpose of information exchanges; and (2) make periodic procedural or policy recommendations for changes within Leon County Human Services.

Section 3. INTERIM VACANCIES. Interim vacancies on the Committee shall be declared by the Committee Chair and reported to the Commission as follows:

- (a) Upon the written resignation of a member.
- (b) Upon a member's unexcused absence at two (2) consecutive general business meetings, or fifty percent (50%) of duly noticed and scheduled special meetings during a single funding cycle. For the purposes of these Bylaws, an unexcused absence will be defined as a member's failure to notify the Committee Chair or assigned staff members of the necessity of the member's absence prior to the scheduled meetings or function. To assure accuracy, assigned staff members will record in the meeting summary any member absences at each of the above listed functions.

Section 2. RECOMMENDED COMMISSION ACTION: Upon receiving written notification from the Committee Chair, it is recommended that the Commission respond in the following manner:

- (a) Appoint a new member, in whatever manner it deems appropriate, to fill the uncompleted term, or
- (b) Notify the Chair that the vacated position will remain unfilled until the next appointment cycle so that the quorum requirement can be adjusted.

Article IV

OFFICERS

Section 1. TITLES AND TERMS: The Committee shall be lead by two officers, the Chair and the Vice-Chair. Only active Committee members may serve as Chair or Vice-Chair. The Chair and Vice-Chair shall serve in these capacities for one (1) complete calendar year or until the officer's resignation or replacement.

Section 2. ELEVATION OF THE VICE-CHAIR TO THE OFFICE OF CHAIR: At the first general business meeting and upon successful completion of the Vice-Chair's term, the Vice-Chair will be reaffirmed by simple majority vote of the Committee and will be elevated to the office of Chair.

Section 3. ELEVATION OF VICE-CHAIR: At the first general business meeting, the Committee shall elect a Vice-Chair from a slate of candidates compiled by open nominations from the full Committee. Only Committee members may nominate the Vice-Chair. A simply majority vote of the Committee will elect the Vice-Chair.

Section 4. DUTIES AND RESPONSIBILITIES OF THE CHAIR: The Chair shall: preside at Committee meetings and functions; preside as team leader of one citizens' review team; perform such other duties as may be directed in these Bylaws or assigned by the Commission, assigned Staff or the Committee; and coordinate the work of the Committee, the Sub-Committees, the Commission and assigned Staff in order that the Committee's purposes and intent may be promoted. Unless otherwise decided by the Commission, the Chair is automatically the Committee's representative at all public meetings, procedures and functions at which the Commission feels the Committee should be represented.

Section 5. DUTIES AND RESPONSIBILITIES OF THE VICE-CHAIR: The Vice-chair shall: assist the Chair as required; perform the duties of the Chair in the absence of that officer; and perform such other duties as may be directed by these Bylaws.

Article V

CITIZENS' REVIEW TEAMS

Section 1. CREATION: Community Human Service Partnership applications are grouped according to similar service area or team. Citizens' review teams are created by Community

Human Service Partnership Staff based on service area of submitted applications.

Section 2. CITIZENS' REVIEW TEAM LEADERSHIP: Each team will be led by leadership consisting of three positions: team leader, record keeper, and time keeper. No more than one member of the Committee will be assigned by Staff to serve on no more than one team in one of these leadership positions.

Section 3. CITIZENS' REVIEW TEAM MEETINGS: Meetings shall include one training session and one or two days of site visits. The training and site visit schedule shall be scheduled by Staff. Notice of the training and site visit schedule shall be mailed to citizens' review team members by staff and announced at general business meetings if possible.

Article VI

MEETINGS

Section 1. MEETINGS: All meetings of the Committee, or individual members conducting Committee business shall be open to the general public and prior notice of the type, time, place and purpose of the Committee meetings shall be given as proscribed by Florida's Government-in-the-Sunshine Law, section 286.11, F.S.

Section 2. TYPES OF MEETINGS: Further, there shall be three (3) types of meetings:

(a) GENERAL BUSINESS MEETINGS: Two general business meetings shall be held each year in accordance with the Community Human Service Partnership funding cycle. In addition to other matters, the Committee will act on the following items as detailed below:

(1) Officers will be installed and members will receive a procedural orientation from assigned Leon County Staff at the first general business meeting;

(2) At the second general business meeting, the Committee will review Leon County's portion of the Community Human Service Partnership recommended allocations and

direct Staff to present the recommended allocations to the Board of County Commissioners for final approval.

(b) **SPECIAL MEETINGS:** Special meetings of the Committee may be called by the Committee Chair, a simple majority of the appointed members, assigned Leon County Staff members or at the pleasure of the Commission.

Section 3. **MEETING AGENDA:** Meeting agendas shall include all items necessary to conduct the business of the Committee.

Article VII

VOTING PROCEDURES AND QUORUMS

Section 1. **QUORUMS:** No business, other than the reading of reports and general discussion, may be conducted without a quorum. A quorum will be declared when one voting member over half the voting membership is present.

Section 2. **BUSINESS MEETING VOTING PROCEDURES:** Voting during regular Committee business meetings shall proceed as follows:

(a) Each Committee member shall have one vote.

(b) All votes shall be counted equally.

(c) No absentee or proxy votes shall be counted.

(d) A simple majority of the votes cast in favor will be sufficient to carry a motion or elect a nominee. In all cases, a tie vote will result in the failure of a motion or the defeat of a nomination.

(e) A quorum must be present at the time of each voting incident.

Article VIII

SUBMITTAL OF RECOMMENDED ALLOCATIONS

Section 1. After all funding deliberations have been completed, the Staff will complete a final report of the recommended allocations for the approval of the Committee prior to its submittal to the Board of Commissioners. Upon Committee approval of the recommended allocations, staff will submit the report to the Board either at a regularly scheduled meeting of the Board or during a specially scheduled workshop with the Commissioners. The appropriate venue for the presentation of this final report will be determined by the Board of County Commissioners.

ARTICLE IX.

BYLAW AMENDMENTS

Section 1. After initial ratification of these Bylaws by the Leon County Board of County Commissioners, the Bylaws may be amended a simple majority vote of the Committee and ratification by the Commission.

ARTICLE X.

CONFLICTS OF INTEREST AND ABSTENTIONS FROM VOTING

Section 1. Voting by the Committee shall be governed by Section 286.012, F.S., which provides, in part, that no one shall vote on a matter which would inure to that member's special private gain.

Adopted by the Leon County Commission, May 8, 2001